

Special Events Permit Request

Permit Application

**Name and/or Organization Name
(Required):** _____

Event Name:

Please type a brief description of your the purpose of your event

**Point of Contact
(Required):** _____

Address (Required):

Street: _____

Address Line 2: _____

City, State, Zip: _____

Phone Number (Required): () - _____

**Point of Contact Phone Number
(Required):** () - _____

Email (Required): _____

**Organization's
Website:** _____

Does your Organization have 501(3)(c) status

Yes

No

Special Events Permit Request

Please list all Date(s) and Time(s) (Required):

Include the set-up and breakdown time for each date

Event Type:

Please check all that are appropriate

- | | |
|--|---|
| <input type="checkbox"/> Athletic | <input type="checkbox"/> City of Mobile Sponsored |
| <input type="checkbox"/> Concert | <input type="checkbox"/> Church |
| <input type="checkbox"/> Holiday/Festivals | <input type="checkbox"/> Programmatic Partners |
| <input type="checkbox"/> Tournament | |
| <input type="checkbox"/> Other | |

If Other, please explain:

Outdoor Facilities:

**These facilities offer electricity for a fee.*

Special Events Permit Request

- | | |
|---|---|
| <input type="checkbox"/> Arlington | <input type="checkbox"/> Crawford |
| <input type="checkbox"/> Denton | <input type="checkbox"/> Dog River |
| <input type="checkbox"/> Doyle | <input type="checkbox"/> Harmon |
| <input type="checkbox"/> Henry Aaron | <input type="checkbox"/> Herndon-Sage |
| <input type="checkbox"/> Hillsdale | <input type="checkbox"/> James Seals |
| <input type="checkbox"/> Joseph N. Langan
(Municipal) Pavilion | <input type="checkbox"/> *Joseph N. Langan (Performing
Arts Amphitheater) |
| <input type="checkbox"/> Kidd | <input type="checkbox"/> Laun |
| <input type="checkbox"/> Lavretta | <input type="checkbox"/> Lyons |
| <input type="checkbox"/> McCants-Chavers | <input type="checkbox"/> McNally |
| <input type="checkbox"/> Medal of Honor (Cottage
Hill Park) | <input type="checkbox"/> *Medal of Honor (Mobile County
Bicentennial Pavilion) |
| <input type="checkbox"/> Mitternacht | <input type="checkbox"/> Newhouse |
| <input type="checkbox"/> Rickarby | <input type="checkbox"/> Stotts (Demetropolis) |
| <input type="checkbox"/> Sullivan (Peters) | <input type="checkbox"/> Taylor |
| <input type="checkbox"/> Theodore (Heroes) | <input type="checkbox"/> Trimmier |
| <input type="checkbox"/> Trinity Gardens | <input type="checkbox"/> *Dow Amphitheater |
| <input type="checkbox"/> *Cathedral Square | <input type="checkbox"/> *Bienville Square Gazebo |
| <input type="checkbox"/> *Cooper Riverside | <input type="checkbox"/> *Mardi Gras Park |
| <input type="checkbox"/> Other | |
- If Other, please explain:

Indoor Facilities:

**Multi-Purpose room and gym available for use.*

- | | |
|---|--|
| <input type="checkbox"/> ALL Complex | <input type="checkbox"/> Connie Hudson Senior
Center |
| <input type="checkbox"/> *Dotch Community Center | <input type="checkbox"/> *Harmon-Thomas
Community Center |
| <input type="checkbox"/> *Hillsdale | <input type="checkbox"/> *James M. Seals, Jr. |
| <input type="checkbox"/> Laun Park | <input type="checkbox"/> *Michael A. Figures
Community Center |
| <input type="checkbox"/> Mitternacht Park | <input type="checkbox"/> Newhouse Park |
| <input type="checkbox"/> Parkway Senior Center | <input type="checkbox"/> *Rev. Robert L. Hope |
| <input type="checkbox"/> Rickarby Park | <input type="checkbox"/> *Spring Hill Recreation
Center |
| <input type="checkbox"/> *Thomas Sullivan
Community Center | <input type="checkbox"/> Tricksey Senior Center |

Will your event require the use of a kitchen? (Required):

(Select only one option)

- Yes
- No

Special Events Permit Request

Event Description (Required):

**Is this a first-time or an annual event? If annual, please, list any changes that may have occurred.*

Expected number of participants (Required): _____

Any event with 75 participants or more will require a MPRD Ambassador at an additional cost to the applicant.

Will there be an admission charge for the event?: _____

Are there any sponsor's for this event?:

If so, please, include their contact information.

Will your event have live music or amplified sound? (Required - Select at least one option):

If yes, you will need a noise ordinance waiver approval from the City Council.

- Yes
- No

Will you need access to electricity:

Electricity is only available at certain parks.

- Yes
- No
- Other

If Other, please explain: _____

Are you providing a generator as a power source?:

- Yes
- No

Do you plan to provide beer, liquor, or wine?:

Any event serving alcohol will require additional city support (Police, MPRD Ambassadors, etc.)

Special Events Permit Request

Yes

No

Do you plan to sell beer, liquor, or wine:

Any event serving alcohol will require additional city support (Police, Ambassadors, etc.)

Yes

No

Will your event require a Mobile Police Officer or Mobile Sheriff? (Required - Select at least one option):

**Any event with more than 75 people in attendance will require this.*

Yes

No

Usage fees, electrical fees, and damage deposit fees are charged for Bienville Square Gazebo, Cathedral Square, Cooper Riverside Park, Dow Amphitheater, Mardi Gras Park, the Mobile County Bicentennial Pavilion at Medal of Honor Park, the Performing Arts Pavilion at Langan Park, and ALL indoor facilities.

To secure a permit the damage deposit is due immediately upon receipt of invoice.

*MPRD must receive the damage deposit for all annual events at least six months in advance; otherwise, the permit request is subject to forfeiture.

MPRD must receive all additional fees 14 days before the day of the permitted event.

For cancellations, email mprdpermits@cityofmobile.org.

Any cancellation requests received within 14 days of the event will result in forfeiture of the damage deposit.

All fees will be forfeited for any cancellation received within 72 hours of the event.

Fees must be paid by cash, money order, credit, or debit card. Merchant Processing fees are nonrefundable.

No selling of merchandise, food, or beverages allowed on the park grounds without a MPRD permit.

No food or drinks are allowed under the Performing Arts Pavilion or the Mobile County Bicentennial Pavilion.

All events consisting of seventy-five people or more or will serve alcohol will require uniformed police officers/sheriffs.

MPRD is not responsible for any items used before, during, or after an event.

Special Events Permit Request

City Ordinance prohibits (1) USE OF ALCOHOLIC BEVERAGES & LOUD AMPLIFIED MUSIC in the parks. The party using the Park facility has been informed of the Noise Ordinance adopted by the City Council of the City of Mobile and signed by the City Clerk and will be in full force and effect from and after its adoption date of August 2, 1994.

The City of Mobile does not guarantee electricity or electrical hookups at any park except for the above mentioned facilities (*).

The City of Mobile does not provide emergency electrical services during the weekend.

The City of Mobile does not provide any water connections for any outside personal equipment at any parks.

MPRD does not allow any vehicles on the grass, and if violations occur, the permit holder's damage deposit is subject to forfeiture.

Any facilities left unclean will result in an automatic forfeiture of the damage deposit.

If the damage amount exceed the amount collected additional funds for repair may be required.

Print Name (Required): _____

Signature (Required): _____

Date: _____